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OFFICE OF TRAINING

OPERATIONS SCHOOL

CLANDESTINE SERVICES RECORDS II #3-68

(Biographic Research)

29 January - 2 February 1968

30 Hours

Room 601, 1000 No. Glebe Road

25X1A9a

Chief Instructor

Room 614, 1000 No. Glebe Road

Extension 3096

GROUP I
Excluded from automatic
downgrading and
declassification

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S E C R E T

F O R E W O R D

CS RECORDS II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Services. It introduces the principles, techniques, and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.








Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the students should absorb.

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Monday, 29 January 1968

	0900 - 0920	Administration and Course Introduction	 Chief Instructor	25X1A9a
		Issue of student kits, seating and student review of reading material and schedule		
	0920 - 0950	Biographic Research in the CS		25X1A
		An outline of research and investigative procedure. Bio- graphic research at Headquarters related to investigation at the Field Station		
25X1A	1000 - 1030	CI/  : The Relation of Its Records to the CS Mission	Chief, CI/ 	25X1A
	1045 - 1200	CRS/Biographic Register	 C/USSR/ISG/CRS	25X1A
		A description of the sources and services available to the researcher.		
	1200 - 1300	Lunch		
	1300 - 1340	The Office of Security Index and Biographic Services	 OS/OSD	25X1A
		A description of the services provided by the Office of Security in both the checks of the various other US Government agencies and in providing investigative or research services.		
	1350 - 1440	Introduction to non-CS Indices and Files	Mr. 	25X1A

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Tuesday, 30 January 1968

0900 - 1000 Collation and Analysis of
Biographic Information

1000 - 1500 Biographic Research Practical
Exercise

25X1A9a

Wednesday, 31 January 1968

0900 - 1400 Biographic Research Practical
Exercise (continued)

~~1400 - 1500 Writing the Meaningful Report~~

Thursday, 1 February 1968

0900 - 1000 Writing the Meaningful Report

~~0900~~ - 1400 Biographic Research Practical
Exercise (concluded)

CI Staff

25X1A

Friday, 2 February 1968

0900 - 1130 Critique of Practical Exercise

1130 - 1200 Final Administration

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